

Kamran Aftab



Professional Profile:

- 7+ yrs Exp in corporate communications, research and marketing
- Corporate accounts management, implementing and supporting marketing, sales, and media

Career Progression

Assistant Manager MBA Executive Program

IBA (Institute of Business Administration) Karachi, Pakistan Nov 2017 – Present

Key Duties & Responsibilities in IBA:

- Assisting MBA Executive student in their research projects, it ranges from approval to presentation session before panel.
- Working with QEC & accreditation team for AACSB accreditation and ensuring compliance.
- Oversee SARs (Self-Assessment Report) is prepared for the MBA Executive program. Provide support to the academic program as required.
- Assist program lead and in planning on campus sessions, preparing schedules, evaluation, grading and coordinating with faculty

Assistant Manager Business Development Center for Executive Education

IBA (Institute of Business Administration) Karachi, Pakistan April 2014 – Oct 2017

Key Duties & Responsibilities in IBA:

- Create marketing and promotional materials, both print and electronic.
- Work with manager and business units to determine event budget and manage expenses to that budget
- Maintaining close contacts with the existing customers and prospecting new potential customer.
- Assisting with the scheduling of training sessions and booking/notifying all relevant parties
- To provide administrative support to the department, coordinate with faculty and clients, and undertaking ground research for both open and client-specific programs.

Specialized Projects:

- World Bank funded Tertiary Education Support Program of Higher Education Institutions,
- Capacity building of Sindh Revenue Board commissioners

Assistant Manager Sales:

FM 107 Karachi, Pakistan May 2013 – Feb 2014

Key Duties & Responsibilities in FM 107:

- Media sales and coordination with advertising agencies.
- Events management and planning.
- Coordinating with production and on-air staff for transmission certificate.

Executive Content Management (Team coordinator)

Axact Pvt Ltd Karachi, Pakistan October 2010 – May 2013

Key Duties & Responsibilities in Axact:

- Working with the senior team to insure achievement quantitative and qualitative goals
- Manage processes of departmental operations and functional units

- Integrate and optimize all the steps required to produce the right quantity of the right product.
 - Recommends training resources and communicates availability of resources to departmental heads
 - Planning the inventory and managing its levels

Sales Executive:

CityFM89 -Dawn Media Group Karachi, Pakistan

Aug 2007 - Feb 2009

Key Duties & Responsibilities in CityFM89:

- Interacting with Agencies like MCOM, Media Pulse, Bond Advertising, 5th Elements & with their clients.
 - Evaluate advertising and promotion programs for compatibility.
 - Exhibitions & Events Management for CityFM89 & Dawn News TV.
 - Buying & negotiating with the vendors for promotional & complementary merchandise.

Marketing & Services Executive

AFK Group **Karachi, Pakistan**

July 2006 - July 2007

Key Duties & Responsibilities in AFK Group:

- Maintain relations with corporate customers.
 - Manages financial and physical resources.
 - Prepared marketing plans for the various products.
 - Coordinating with the dealers and suppliers.

Skills & Awards

- Performance Award - IBA (2014-2015) & (2019)
 - PGD Contribution Certificate - IBA
 - MS-Word, Excel, Power point

Education & Certifications

M. B. A.	PAF-KIET	2010	Marketing
B.B. A.	PAF-KIET	2006	Marketing
Certificate	Lloyd's LRQA	2018	Quality Management System: Lead Auditor ISO 9001:2015 in IBA Karachi
Diploma	IBA Karachi	2021	Strategic Marketing

Personal Information

Father's Name: Aftab Ahmad Chaudhry

Address: C-16 K.D.A Officers housing society block "B" Gulshan e Iqbal, Karachi, Pakistan

Date of Birth: 29-01-1984

Marital Status: Married

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References

r. Saleem Umer Program Director MBA Exec IBA 0300-9224572
➤ Mr. Ali Mazgani Deputy Commissioner Sindh Revenue Board 0331-8880896